

# Alaska State Legislature

## Legislative Affairs Agency

### Office of Information Technology



Terry Miller Legislative Office Building, Suite 110, Juneau, AK 99801

Mailing: State Capitol, Room 3 Juneau, Alaska 99801-2197 Phone: (907) 465-2419 Fax: (907) 465-8503

## MEMORANDUM

**TO:** Information Technology - Help Desk  
Legislative Affairs Agency

**FROM:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**SUBJECT:** Request for Legislative Affairs Computer Connections

Please establish a Local Area Network (LAN) and World Wide Network (WAN) connection, Bill Tracking Management Facility (BTMF) and Microsoft Outlook for the below listed Legislative employee. By signing below, the employee acknowledges that, per Legislative Council policy, they have read and understand the "Computer Systems Acceptable Use Policy" (*located on the Legislature's Information Technology Intranet page*).

User Name (First, MI, Last): \_\_\_\_\_

User Signature: \_\_\_\_\_

Title (Senator, Representative, Staff): \_\_\_\_\_

Legislative Office: \_\_\_\_\_

Office Phone #: \_\_\_\_\_

Office Room #: \_\_\_\_\_

City: \_\_\_\_\_

### INFORMATION TECHNOLOGY HELP DESK USE ONLY

LOGON ID:

LDAP:

AD:

PASSWORD:

USER NOTIFIED:

*Please Note: Interns MUST use the "Request for Intern Access" form located on the Legislative IT Intranet Site*

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